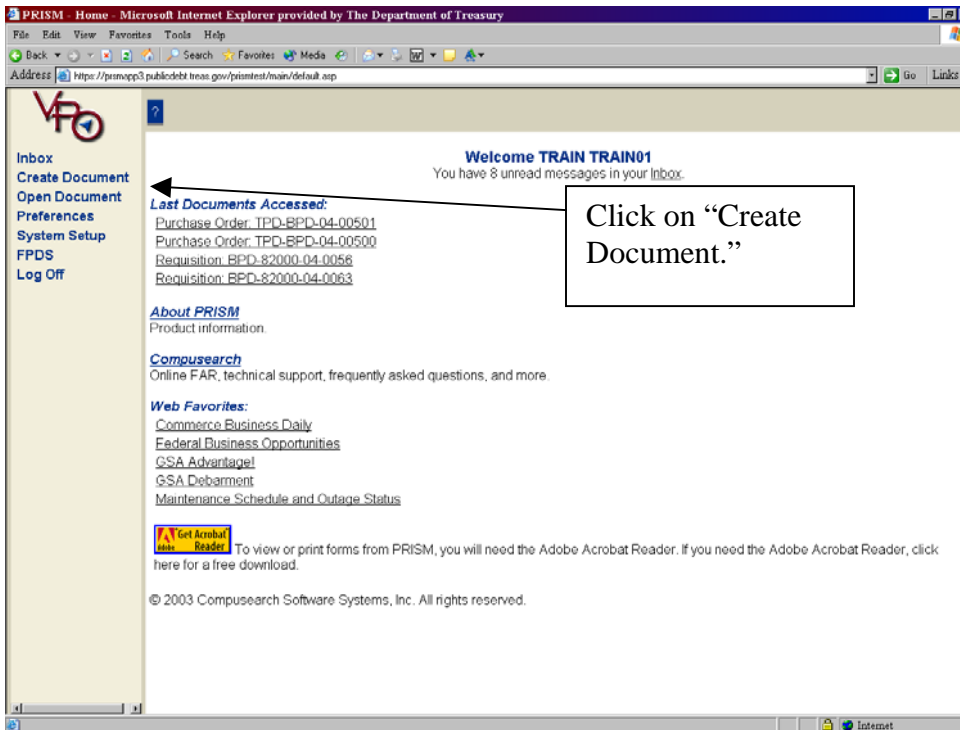


Creating a Requisition for Modification for a Funds Increase

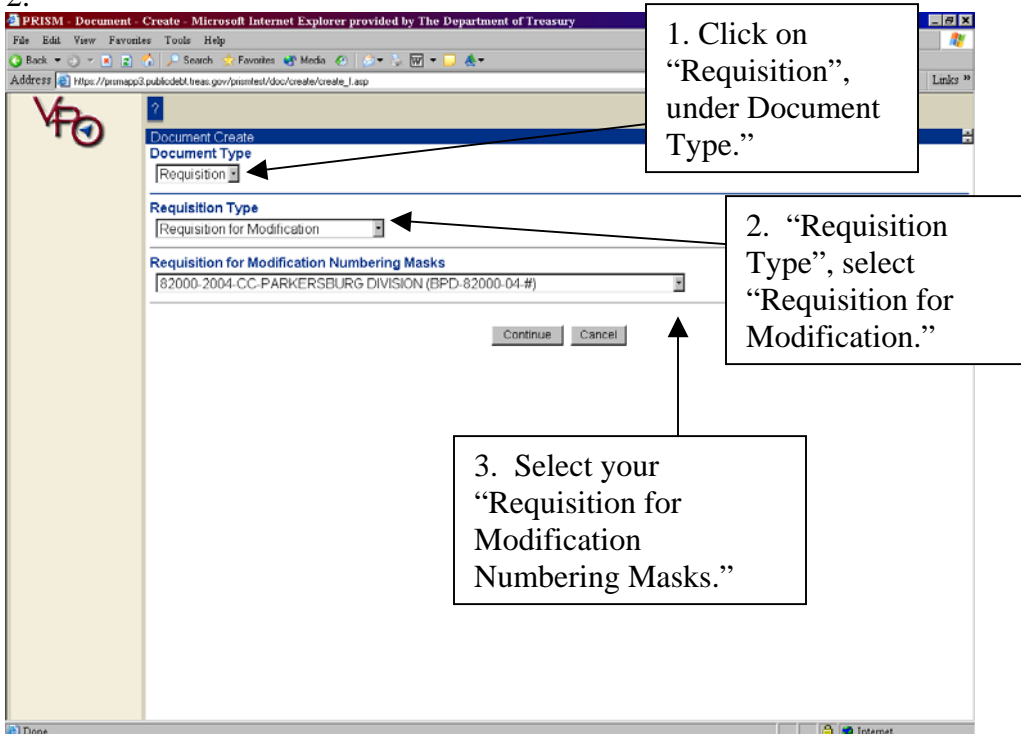
07/08/2004

If a Requisitioner or COTR wants to increase the amount of the obligation on a Purchase Order, Contract, or Delivery Order, then a Funds Increase (Requisition for Modification) is required in order for Procurement to issue a Modification to increase the obligation. The Requisition for Modification is initiated by the Requisitioner and routed for approval.

1.



2.



3.

Search Criteria

Contract Number: TPD-BPD-04-00501

Order Number:

Award Types: All

Site: BPD

Include Documents from: Current Selected Site

Vendor:

Award Date Range: Start Date, End Date

Sort by: Contract Number

Max Results: 100

Results per Page: 5

Award Selection

Select Line Items	Contract Number	Order Number	Vendor	Award Date	Contract Type	Site
Y	TPD-BPD-04-00501		PARKERSBURG UTILITY BRD	06/23/2004	Purchase Order	BP

Page 1 of 1 (1 results found)

Line Items

Select	Item Number	Description	User Product Code	Product	Unit	Quantity	Amount
<input checked="" type="checkbox"/>	0001	stuff		PR	EA	1	\$10.00

Buttons: Search All, Create

4.

PRISM Requisition - Detail

Route | Self Approve | Suspend Line Items | View Form | Delete | Cancel

Requisition for Modification Information

Requisition Number: BPD-82000-04-0064 | Stage: Requisition | Number of Items: 1

Version: BASE-In Progress | Net View: Off | Total Amount: \$10.00

Original Document: TPD-BPD-04-00501 | Commitment: \$0.00

General Information

Owner: TRAIN TRAIN01

Originating Office: [Field] [Edit]

Requisition Date: 06/24/2004

Requisitioner: TRAIN01

Buyer: TRAIN01

Buyer Assign Date: (None)

Requisition Received Date: [Field]

Requisition Released Date: (None)

Source PPT Name: (None)

Primary Product / Service Code: PR

Navigation Links: Main, General, Additional Info, Project, Text, Change Text, Defaults, Items, Vendor, Supporting Docs, Form Info, Validations, Route History, Status History, Notifications, Ownership, Navigator, Return to Home

5.

Click on the item to edit the amount. (commitment).

6.

The price shows as \$10 (which is what was on the original Requisition). On the next screen it will be changed to \$110, so you can see the total amount change from \$10 to \$110.

7.

PRISM - Item - General - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdebt.treas.gov/prismtest/reqformod/purchaseorder/items/general/itemgen_1.asp

First Previous Next Last Add Copy Delete ?

Item Information

Requisition for Modification Number: BPD-82000-04-0064 Item Number 0001 of 1

Item Number: Go To

Item General

Item Number: 1

User Product Code:

Description:

Product / Service Code:

Product / Service Code Description: PURCHASE REQUEST

Qualifier:

Calculate by Percent: ☒

Line Item Type:

Period of Performance: to

Quantity:

Unit of Issue:

Unit Price:

Amount:

Requisition for Modification

General

Additional Info

Ship To

Funding

Discount

Warranty

Text

Validations

Return

Note that the change should reflect the total new price not the difference. This example shows that the unit price has been changed to \$110, which results in a new total amount of \$110. If necessary, you can also increase the quantity.

8.

PRISM - Ship To/Accounting - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://prismapp3.publicdebt.treas.gov/prismtest/shipto/shipto_1.asp

First Previous Next Last Add Copy Delete ?

Item Information

Requisition for Modification Number: BPD-82000-04-0064 Item Number 0001 of 1

Item Number: Go To

Ship To / Accounting

Select	Ship To	Mark For	Quantity	Amount	Deliver By
<input checked="" type="checkbox"/>	PUBLIC DEBT - PKB		1	\$110.00	30 Days After Award

Requisition for Modification

General

Additional Info

Ship To

Funding

Discount

Warranty

Text

Validations

Return

1. Click on "Ship To"

2. Click on the shipping address to verify amount change.

9.

PRISM Item Ship To Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Search Favorites Media W

Address https://prismapp3.publicdebt.treas.gov/prismtest/shipsto/detail/item_shipsto_detail.asp

Requisition for Modification Information

Requisition for Modification Number: BPD-82000-04-0064 Description: ship

Version: BASE

Delivery Location / Accounting Detail

Ship To

Ship To: PUBLIC DEBT - PKB Mark For:

Quantity: 1 Amount: 110.00

Delivery Date: OR Days After Award: 30

Accounting Add Edit Delete

Select	Account ID	Accounting Code
1		BPD0560SE04XX-2004-610001-BPD8200000-2611-00000000-XXX-XX-XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Submit Cancel

Click Submit to save your data.

1. Make sure that the quantity and amount have updated, if not then change them accordingly.

2. Click "Edit" to verify amount change.

10.

PRISM Item Accounting Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Search Favorites Media W

Address https://prismapp3.publicdebt.treas.gov/prismtest/shipsto/accounting/detail/acct_detail.asp

Requisition for Modification Information

Requisition for Modification Number: BPD-82000-04-0064 Ship To Code: PUBLIC DEBT - PKB Quantity: 1

Version: BASE Amount: \$110.00

Accounting Information Detail

Calculate Submit Cancel

Accounting Information:

Treasury Symbol: BPD0560SE04XX PUBLIC DEBT 04 APPROPRIATED

Fiscal Year: 2004 BFY 2004

USSGL: 610001 OPERATING EXPENSES

Cost Code: BPD8200000 PARKERSBURG DIVISION

Object Class: 2611 GENERAL SUPPLIES

Reporting Category: 00000000 DEFAULT

CAT_B_APPR: XXX DEFAULT

Cohort: XX

Project: XXXXXXXXXXXX

Future 1: XXXXXXXXXXXX

Future 2: XXXXXXXXXXXX

Percent: 100

Quantity: 1

Amount: 110.00

Committed Amount: 100.00 Unobligated: 100.00

Subject to Availability of funds: ☐

Calculate Submit Cancel

Click Submit to save your data.

1. Make sure the new total has taken effect. If it has not, then place the cursor in the "percent" field and press, "tab". The amount should update.

2. Choose "Submit".

PRISM Item Ship To Detail Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address https://prismapp3.publicdebt.treas.gov/prismtest/shiplo/detail/tem_shiplo_detail.asp Go Links

Requisition for Modification Information

Requisition for Modification Number: BPD-82000-04-0064 Description: stuff Quantity: 1
Version: BASE Unit Price: \$110.00
Amount: \$110.00

Delivery Location / Accounting Detail

Ship To

Ship To: PUBLIC DEBT - PKB Mark For:
Quantity: 1 Amount: 110.00
Delivery Date: OR Days After Award: 30

Accounting Add Edit Delete

Select	Account ID	Accounting Code
<input checked="" type="radio"/>	1	BPD0560SE04XX-2004-610001-BPD8200000-2611-00000000-XXX-XX-XXXXXXXXXX-XXXXXXXXXX-XXXXXXXXXX

Submit Cancel

Choose "Submit"

PRISM - Ship To/Accounting - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address <https://prismapp3.publicdebt.treas.gov/prismtest/shipsto/shipsto.asp> Go Links

VFPO

Requisition for Modification

General
Additional Info
Ship To
Funding
Discount
Warranty
Text
Validations
Return

First Previous Next Last Add Copy Delete ?

Item Information

Requisition for Modification Number: BPD-82000-04-0064 Item Number: 0001 of 1

Item Number: Go To

Add Edit Delete

Ship To / Accounting

Select	Ship To	Mark For	Quantity	Amount	Deliver By
	<u>PUBLIC DEBT - PKR</u>		1	\$110.00	30 Days After Award

Click "return".

13.

PRISM - Requisition for Modification - Items - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/printtest/items/items_1.asp

Requisition for Modification Information

Requisition Number: BPD-32000-04-0064	Status: In Progress	Number of Items: 1
Version: BASE	Stage: Requisition	Total Amount: \$110.00
Original Document: TPD-BPD-04-00301	Net View: Off	Commitment: \$100.00

Items

Select	Item Number	Description	Option Item	Status	Quantity	Amount	Version
<input checked="" type="checkbox"/>	0001	stuff		Item Active	1	\$110.00	BASE

The total amount is now \$110, but the commitment is only \$100. This reflects that we have already committed the \$10 (on the original Requisition), and this Requisition for Modification is committing the additional \$100.

14.

PRISM - Requisition for Modification - Validations - Microsoft Internet Explorer provided by The Department of Treasury

Address: https://prismapp3.publicdebt.treas.gov/printtest/validation/validation_1.asp

Requisition for Modification Information

Requisition Number: BPD-82000-04-0064	Status: In Progress	Number of Items: 1
Version: BASE	Stage: Requisition	Total Amount: \$110.00

Validations

No Errors Found

Click "Validations" to check the document for errors.

15.

PRISM - Requisition - Detail - Microsoft Internet Explorer provided by The Department of Treasury

File Edit View Favorites Tools Help

Address: https://prismapp3.publicdebt.treas.gov/prismtest/req/mod/mod/general/detail/gen_detail.asp

Route Self Approve Suspend Line Items View Form Delete Cancel ?

Requisition for Modification Information

Requisition Number:	BPD-82000-04-0064	Stage:	Requisition	Number of Items:	1
Version:	BASE-In Progress	Net View:	Off	Total Amount:	\$110.00
Original Document:	TBD BPD 04 00501	Commitment:	\$100.00		

General Information

Owner: TRAIN TRAIN01

Originating Office: [Edit]

Requisition Date: 06/24/2004

Requisitioner: TRAIN01

Buyer: TRAIN01

Buyer Assign Date: (None)

Requisition Received Date:

Requisition Released Date: (None)

Source PPT Name: (None)

Primary Product / Service Code: PR

Left sidebar: VFO Requisition for Modification Main General Additional Info Project Text Change Text Defaults Items Vendor Supporting Docs Form Info Validations Route History Status History Notifications Ownership Navigator Return to Home

Bottom status bar: Internet

Annotation: "Route" the document as you normally would to the appropriate Approver.